

8. September 1964

MEMORANDUM FOR: Working Committee on CS Name Check Course

SUBJECT: Meeting of 31 August 1964

ACTION: Meeting of committee to be held at 1400 hours, Friday, 18 September, in Room 3C24, Headquarters building, for purpose continuing discussion on course schedule and content

1. Present at the meeting of 31 August 1964 to discuss the proposed schedule and syllabus for the CS Name Check Course were the following:

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2. [REDACTED] recommended that a memorandum be prepared for his signature for transmittal to the Director of Training in regard to scheduling the CS Name Check Course under OTR administration in the Headquarters building. This memo should include a statement on the substance of the course and on how it would affect other courses.

3. The OTR representative stressed that JOTs should be given the course after their operational training at [REDACTED] and at the time of assignment to CS desks. In this context, [REDACTED] pointed out that apparently some JOTs work at CS Headquarters desks for many months before they take the operational training. He stated that RID is constantly harassed with the problem of answering numerous most basic questions raised by these untrained JOTs who at this stage don't really know what the CS is. [REDACTED] pointed out that this is a matter for OTR to resolve, since the JOTs obviously should have appropriate training before being assigned to CS desks. He said that he would follow up on this matter with OTR.

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4. It was suggested that with the scheduling of the CS Name Check Course, the Records Officer Course might be held for a minimum of four runnings per year. If demand warranted, additional runnings could be arranged. It was suggested too, that once the CS Name Check Course content has been firmed up, content of the ROC would merit review.... [REDACTED] thought that 5 to 7 hours of the CI Familiarization Course might be eliminated if the Name Check Course is made a prerequisite. [REDACTED] opined that considerable personnel were sent to the CI Fam Course for name check training.... [REDACTED] pointed out further that the Ops Support Course has 3 hours on name checking.

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5. [REDACTED] stated that during the period September through next June there were 7 full weeks open with a classroom available in the Headquarters building and at times when he had no conflicts as the course administrator. It was agreed that every effort should be made to have one running of the course each month.

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6. Discussion of the suggested daily schedule covered Monday and Tuesday of the course:

MONDAY

0830-0900 Administration

OTR

0900-0920 Philosophy of Name Checking

1 area expert

(This should be a short, hard-hitting presentation by a senior expert such as [REDACTED] It is the keynote speech of the course setting the tone and motivation for the course. Each running could have a different expert give this talk.)

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0930-0950 Course content

OTR

(Brief discussion of the outline and content of the course)

1000-1050 Name Checker's Role and Its Significance

CU/ [REDACTED]

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(This title was inserted in lieu of the Name Checker's Basic Tool: Records, since this latter subject would be fully covered in subsequent lectures.)

1100-1200 Reading

OTR

(Students will read DCID/5/1 thru 3 and Chapters I, II, and III of the CS Records Handbook.)

1200-1300 Lunch

1300-1550 The CS Records System

CI or SG

(The three lectures on the CS Records System, CS Main Index, and CS Auxiliary Indices were lumped under one lecture on the CS Records System. It was suggested that [REDACTED] be asked

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25X1A9a if he would release [REDACTED] to give this presentation for the first two runnings, after which Systems Group would be willing to take it over.)

1600-1630 Reading

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(Students will read the OCR handbook "Your Information Center" and [REDACTED])

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TUESDAY

0845-0920 Introduction to Non-CS Indices (Agency) CI/ [REDACTED] 25X1A9a

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[REDACTED] recommended that the two-hour session on Machine Collation Indices and Records be dropped entirely since it is a highly specialized CI tools and has no place in this basic course on name checking. Others felt that it should be lightly covered as a specialized tool toward the end of the course.)

0930-1130 Office of Security Indices Office of Security
(Lecture will be followed by a tour)

1140-1230 The National Agency Name/Check Office of Security

1230-1330 Lunch

1330-1430 Biographic Register OCR/BR

(To be presented in a GR auditorium)

1445-1515 The [REDACTED] Name Check FI/D

(FI/D has informally indicated that they would be agreeable to present this in the course. They understand that many of the students will not have "D" security clearance and, hence, their presentation will be adapted accordingly.)

1530-1630 Film on Name Tracing CI/ [REDACTED] 25X1A9a

(To be presented in a GR auditorium)

7. The committee will resume its discussion of the schedule and syllabus at 1400 hours on Friday, 18 September, in Room 3024. All members are asked to bring along the syllabus and schedule given them at the previous meeting.

CI/RMO

Distribution: 1 cc to each: HT/OS/OTR - [REDACTED] 25X1A9a

Chief, DDP/SG

Dep. Chief, DDE/SG

DDP/SG - [REDACTED] 25X1A9a

RID/TRO

CI/TRO

CI/MRO

Chief, CI/RA (for info)

Chief, RID (for info)

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Chief, HT/OS/OTR (for info)

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